

**March 31, 2014**

**MEMORANDUM**

**TO: All Executive Branch Employees**

**FROM: Mark A. Sipek, Executive Director**

**SUBJECT: Personnel Board Members Election**

An election will be held on June 13, 2014, for the purpose of electing two (2) classified employee members to the Kentucky Personnel Board. The current employee members' terms will expire on July 1, 2014.

Any classified employee covered by the classified service regulations under KRS 18A who is interested in becoming a candidate for election to those positions may do so by notifying the Personnel Board in writing. Written notification must be notarized, and must include the candidate's name, address, unique personal identification number, job classification, length of state employment, and the name and address of his/her current employer. Any notification which does not contain all of the above items will be considered invalid since each is required by KRS 18A.0551(1)(b).

Written notification of candidacy may be mailed or hand-delivered to the Personnel Board, 28 Fountain Place, Frankfort, Kentucky 40601. That office is open each weekday between 8:00 a.m. and 5:00 p.m. (EDT). Notification must be received no later than the close of business on May 15, 2014.

Voting instructions and the ballot listing all qualifying candidates will be mailed to each classified employee's home address (as listed in his or her official personnel file) on or about May 23, 2014. If your address is incorrect as typed on the last personnel action you received, contact your personnel office immediately to have it corrected. Otherwise, you may not receive your ballot.

Questions concerning these procedures should be directed to (502) 564-7830.